
SEARCH COURT CASES AND VIEW COURT CALENDAR

Public Web Inquiry – Allows the public to search court cases and to view the court calendar, but does not include Personal Protection Orders.

Secured Web Inquiry – Allows authorized users secured access to a case Register of Actions (ROA) and to view the court calendar as determined by the Court User Provisioner.

Court Intranet Inquiry – Allows the public to search court cases and to view the court calendar at a kiosk/public terminal within a court location and does include Personal Protection Orders.

Purpose:

Case Inquiry allows public and secured users access to search the court's database using the MiCOURT application to view a case Register of Actions (ROA) and to view the court's calendar.

The type of searches available are:

- Name Search (by Person or Organization)
- Case Search
- Calendar Search

Important Information:

Users will get a Session Error page when the session expires. If a session error occurs, the user should close the browser window and restart a search by going to a new browser window to access the website for consistent results.

NOTE: Web Inquiries will not include Personal Protection Orders.

Public Web Inquiry Access:

Court selection is based on the link provided by the public court website.

At the main page:

1. Read the Acceptance Agreement and click the box to agree to the terms and conditions.
2. Click Continue.

3. Select court – all court county locations will be preselected but can be modified.

From the Select Court page:

Name Search – Person:

1. Name Search by *Person* is preselected by default setting.
2. In the Person Search box, type the Last Name and the First Name of the person you wish to search.
 - If you do not know the full spelling of the person's name you are searching, you may type the first letter/s of the Last Name, then click the box next to Begins With.
 - A First Name is not required to complete a Name Search.
3. Click Search.
 - Name Search Results list will display.
4. Click on the Case ID to view the public Register of Actions.

Name Search – Organization:

1. In the Name Search tab, select Organization.
2. In the Organization Search box, type the name of the Organization you wish to search.
 - If you do not know the spelling of the organization's name, you may type the first letter/s of the organization name, then click the box next to Begins With.
3. Click Search.
 - Organization Search Results list will display.
4. Click on the Case ID to view the public Register of Actions.

Case Search:

1. Click the Case Search Tab.
2. Search by:
 - Year – YYYY (4-digit year 2015)
 - Case ID/Number – example: 00-000000-XX (2 digit year-6 digit case ID/number-2 letter case type)

- Case Type – select the drop-down arrow to view a list of case types available to complete a search.
3. Enter all or partial search criteria in the fields.
 4. Click Search.
 - Results list will display.
 5. Click on the Case ID to view the public Register of Actions.

Calendar Search:

1. Click the Calendar Search Tab.
2. Search by:
 - Hearing Date – use the calendar icons or mm/dd/yyyy in the From and To fields, select a date range to search
 - If the Hearing Date range is less than or equal to 31 days, but greater than 7 days, Hearing Location or Hearing Officer is required.
 - Hearing Officer – hearing officers are displayed in the drop-down menu
 - Hearing Location – hearing locations are displayed in the drop-down menu
3. Enter all or partial search criteria in the fields.
4. Click Search
 - Results will display with a list of cases sorted by day/date, time, hearing officer, and hearing location for each case in date range searched.

Secured Web Inquiry Access:

To access the Secured Web Inquiry website, all authorized users must have a User Name and Password provided by a court User Provisioner.

Steps to access a court group:

At the main page:

1. Enter User Name and Password.
 - If you forget your password, use the “Forgot your Password?” link to reset your password.
2. Read the Acceptance Agreement and click the box to agree to the terms and conditions.

3. Click Continue.
4. Courts available to search will be preselected but can be modified, if applicable by county.

From the Select Court page:

Name Search – Person:

1. Name Search by *Person* is preselected by default setting.
2. In the Person Search box, type the Last Name and the First Name of the person you wish to search.
 - If you do not know the full spelling of the person's name you are searching, you may type the first letter/s of the Last Name, then click the box next to Begins With.
 - A First Name is not required to complete a Name Search.
3. Click Search.
 - Name Search Results list will display.
4. Click on the Case ID to view the public Register of Actions.

Name Search – Organization:

1. In the Name Search tab, select Organization.
2. In the Organization Search box, type the name of the Organization you wish to search.
 - If you do not know the spelling of the organization's name, you may type the first letter/s of the organization name, then click the box next to Begins With.
3. Click Search.
 - Organization Search Results list will display.
4. Click on the Case ID to view the public Register of Actions.

Case Search:

1. Click the Case Search Tab.
2. Search by:
 - Year – 2014 (4-digit year)

- Case ID/Number – example: 00-000000-XX (2-digit year-6 digit case ID/number-2 letter case type)
- Case Type – select the drop-down arrow to view a list of case types available to complete a search.
3. Enter all or partial search criteria in the fields.
4. Click Search.
 - Results list will display.
5. Click on the Case ID to view the public Register of Actions.

Calendar Search:

1. Click the Calendar Search Tab.
2. Search by:
 - Hearing Date – use the calendar icons or mm/dd/yyyy in the From and To fields, select a date range to search
 - If the Hearing Date range is less than or equal to 31 days, but greater than 7 days, Hearing Location or Hearing Officer is required.
 - Hearing Officer – hearing officers are displayed in the drop-down menu
 - Hearing Location – hearing locations are displayed in the drop-down menu
3. Enter all or partial search criteria in the fields.
4. Click Search.
 - Results will display with a list of cases sorted by day/date, time, hearing officer, and hearing location for each case in date range searched.

Printing Registers of Actions and Results Lists:

Registers of Actions and Search Results may be printed using the web browser's print options.

Register of Actions:

- Once a Register of Actions (ROA) is opened and displayed on screen
 - Print the ROA using the web browser's print options
 - Some browser windows will display the Adobe Reader toolbar at the bottom of the screen, where you can select print.

Search Results:

- When the results have displayed, click on the browser's print options to print the list of cases displayed on the screen.
 - To print a more inclusive list of cases, click on drop-down arrow after the last case on the list, and select the total number of cases to be displayed on the screen.
- Follow the prompts to complete the print request from the browser's print options.
 - Some browser windows will display the Adobe Reader toolbar at the bottom of the screen.

Sorting

Name Searches and Case Searches may be sorted by clicking on the column headings.